



DEPARTMENT OF THE ARMY
DEVENS RESERVE FORCES TRAINING AREA
DEVENS, MASSACHUSETTS
01434-4424

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September 20, 2006

MEMORANDUM FOR ALL UNITS TRAINING AT DEVENS RESERVE FORCES
TRAINING AREA (DRFTA)

SUBJECT: Training Conference FY 2007

1. The Devens Reserve Forces Training Area will host the Training Conference for units training at Devens RFTA during FY07. This conference will be held in Building 676 which is located on 70 Queenstown Street, on 30 November 2006 at 0900 hours. No-cost billeting is available at the Devens RFTA for soldiers on a first come first served basis. The following is a list of local hotels for those desiring off post lodging.

Springhill Suites	(978) 772-3030	Andrews Parkway, Devens, MA
Sheraton Four Points	(978) 534-9000	99 Erdman Way, Leominster, MA
Super 8 Motel	(978) 537-2800	482 North Main Street, Leominster, MA
Best Western Royal Plaza	(978) 342-7100	150 Royal Plaza Drive, Fitchburg, MA

2. Your unit is required to send representatives that have knowledge of the unit's training plan as well as appropriate decision making authority. Please bring a copy of your unit's Devens RFTA request form, Request for Training Support, Range Firing, Training Area and Facility Request (Enclosure), to the conference. Please let us know who will be attending no later than the 15 November 2006. Maximum participation is encouraged. A list of your attendees (name, rank, and position) can be faxed to DSN 256-2660 or commercial (978) 796-2660 or e-mailed to keith.jackson1@devens.army.mil or peter.contarino@devens.army.mil

3. Uniform for military personnel will be duty uniform.

4. POC for this memorandum is Mr Keith Jackson Training Support Coordinator or Mr. Pete Contarino, Operations Officer at DSN: 256-3951/2113, COM: (978) 796-3951/2113.

Encl: Devens RFTA Form 5

Caryn Suzanne Heard
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Commanding